



Vacancy

Job Title: Community Outreach Officer – 01/02/2021 Start

Organisation: The CAE

Location: Swansea

Contract: Part-time

Salary: £10/h

Hours: Variable and dependent on workload

The CAE is a South-Wales based organisation that aims to inspire, support and promote BAME employment and entrepreneurship and is the only organisation of its kind in the UK that has developed solutions to support members of the BAME community who wish to find jobs or set up and grow their businesses.

We are looking to recruit a **Community Outreach Officer** to support our organisation in delivering targeted outreach work and consultations in Swansea; engaging with BAME community groups, forums and hard to reach groups to promote the work of The CAE and volunteering opportunities. Though not essential, experience within a charitable organisation, will be an added advantage.

Key Relationships

- Reports to - PA to the CEO
- Refugees and Asylum seekers
- BAME groups
- Communications Officer

Key Responsibilities

- To provide support in the delivery of the consultations' strategy
- To build and sustain excellent relationships with BAME groups, refugees and Asylum seekers
- To support and encourage refugees and asylum seekers to attend The CAE events and take part in the organisation's activities.
- To collect regular feedback from refugees, asylum seekers and BAME people, and report back to the PA to the CEO
- Keep accurate records of outreach activities
- To work proactively to ensure the role and value of volunteers



TheCAE

Vacancy

Person Specification			
Description	Essential	Desirable	How Evaluated
Education	- 5 GCSEs, grade C and above or equivalent, including English and Maths	Higher qualification in Research Journalism	CV, Application letter and evidence of qualifications
Soft Skills	-Great at holding conversations and sourcing information from target groups - A good understanding of the CAE's work within the community	N/A	Application letter and interview
IT	- Proficiency in use of Microsoft Office packages, using the internet for research	N/A	Application Letter and interview
Language	- Excellent written and spoken English	Spoken and written Arabic / French	Application Letter and interview
Flexibility	-Able to attend evening and weekend meetings and events	N/A	Application letter and interview
Work and lived Experience	Lived experience of most common issues faced by BAME people (unemployment, homelessness, access to education, mental health issues, addiction etc..)	- Previous work /volunteering experience in a charity.	CV, Application letter and interview



TheCAE

Vacancy

Personal Attributes and skills

- Ability to attend evening and weekend meetings and events
- Experience of working with BAME groups
- Experience of working effectively in a small team
- Computer literate, able to use email, the internet and web searches as a minimum
- Excellent verbal communication skills
- Tactful and diplomatic, able to build rapport with people from wide range of backgrounds
- Approachable and friendly personality
- Excellent telephone skills and customer service skills

How to apply?

To apply, please submit a CV and application letter to info@caentr.org . It is in your own interest that you are clear in your application about how you meet the essential criteria with clear examples where possible.